

## VICTIM NOTIFICATION REQUEST LETTER

RECORDS ADMINISTRATOR  
DEPARTMENT OF CORRECTIONS  
PO Box 5911  
SIOUX FALLS, SD 57117-5911

(605) 367-5190 or (605) 367-5140

**Offender Name** - Please Print Clearly: \_\_\_\_\_

1. Are you a victim or a sentencing judge of this offender? ☐ YES ☐ NO
2. Do you believe you are under threat of physical, emotional or financial harm from this offender? ☐ YES ☐ NO
3. If you answered "Yes" to questions 1 or 2, your request for notice will be kept confidential and you have a choice of two notification options.
4. If you did not answer "Yes" to either question 1 or 2, you may only request option 2.

☐ **OPTION 1** (Complete Notice): You will be notified if/when the following activities occur with this offender:

Discharges his/her prison sentence	Is granted a furlough
Is placed on minimum custody status	Escapes
Is removed from minimum custody status	Is returned to custody following an escape
Is placed on work release	Is released to parole or suspended sentence
Is removed from work release	Is returned to prison as a parole or suspended sentence violator
Is placed in the community transition program	Is reviewed for an early discharge
Is removed from the community transition program	Dies
Is reviewed for a commutation	

☐ **OPTION 2** (Release Notice) - You will be notified when the offender:

Discharges his/her prison sentence	Is released to parole or suspended sentence
Dies	Is returned to prison as a parole or suspended sentence violator

5. Print your name, address and telephone number so that you may be contacted. You will be sent a letter confirming your notification request.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip Code \_\_\_\_\_

Home Phone (     )     -     Work Phone (     )     -     \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If an offender is released and later is re-incarcerated due to a new conviction, you must make a new request. To be notified of any changes in the inmate's status, this form must be signed and returned. A separate form is required for each victim/witness wishing to be notified.

Victim Notification Request Letter  
4/14/2005

## **VICTIM NOTIFICATION REQUEST LETTER**

NOTE: You are responsible to keep the Department of Corrections informed of any change in your address or telephone number.